DEPARTMENT OF THE AIR FORCE   AFMS 38BA
Headquarters, US Air Force
Washington DC 20330   7 October 1994

VISUAL INFORMATION ELEMENT

1. Mission Statement. The Visual Information Element is responsible for processing alert photography, location photography for criminal evidence and medical documentation, studio photography, copy photography, and 35mm copy photography. They are also responsible for processing vugraphs, flip charts, briefing charts, book covers, status and wall charts, signs, posters, publication pages for magazines, brochures, or pamphlets, nameplates, certificates, 35mm slide art work, and 2-D display artwork.

2. Core Composition. This section was developed for a Visual Information Element supporting an objective wing having a population of 3,055 authorizations.

2.1. Core Element Manpower Required. 9

2.2. Core Range. 8-38

2.3. Programming Factor. Base Population.

3. Standard Data:

3.1. Classification. Type III

3.2. Approval Date. 1 March 1993

3.3   c. Man-hour Data Source. Workshop measurement.

3.4. Man-hour Equation. $Y = 457.72 + .3170(X)$

3.5. Workload Factor:

3.5.1. Title: Base Population.

3.5.2. Definition. The average monthly number of personnel authorized to the installation. Include all funded military and civilian (includes foreign civilians) authorizations identified on the UMD for all host and tenant units. Also include all other DOD authorizations serviced by the Visual Information Element. Do not count CMEs.

3.5.3. Source. The unit Manpower Document (UMD) for the installation and other Air Force/DOD programming documents.

3.6. Study Team:

3.6.1. Study Leader: Mr. Larry Carmack, AFCOMMET/MOMM

3.6.2. Functional Representatives.

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No. of Pages: 28
OPR: AFMEA/PLDM
OCR: AFCOMMET/MOMC
Distribution: F

3.6.2.1. Capt Richard McKee, HQ USAF/SCMV.

3.6.2.2. Mr. Robert Wylie, HQ TAC/SCMV

3.6.2.3. Mr. Fredrick Groennert, 375 CG/SCVOG

3.6.2.4. MSgt Raymond Downward, 375 CG/SCVOP

3.6.2.5. MSgt Douglas Manning, HQ USAF/SCMV

3.6.2.6. SSgt Eric Palmer, 46 CS/SCV

3.6.2.7. Program Manager. MSgt Dennis Deas, HQ AFMEA/MEMS

4. Application Instructions.

4.1. Determine the authorized population by summing the last fiscal quarter authorized totals for all units supported by the installation. Substitute this figure for "X" in the man-hour equation.

4.2. Divide the resulting man-hours by the appropriate Manpower Availability Factor (MAF) and overload factor. Round the resulting fractional manpower up to the next whole manpower requirement using current rounding rules.

4.3. Determine HQ/USAF approved variance manpower located at Attachment 3 applicable to your location.

4.4. Add/subtract the manpower obtained from applicable variances to the manpower requirement obtained in 4b.

4.5. Refer to the Manpower Table at attachment 2 to determine the skill and grade requirement.

5. Statement of Conditions. This standard was developed with a mix of manual and automated environment. When applying this section of the AFMS, Base Visual Information Services, FAC 3270, and Base Visual Information Library, FAC 3271, no longer exist. MAJCOMs should develop a negative variance for work centers using highly automated equipment, i.e., Electronic Imaging Center.

*6. Standard Manpower Table. An Imagery Systems Maintenance specialist, AFSC 2E551, may be substituted for AFSC 3V0XX. A Visual Information Production-Document specialist, AFSC 3V0X3, may be substituted for AFSC 3V0XX. A Radio and TV Broadcasting specialist, AFSC 3N052, may be substituted for AFSC 3V0XX. Also, the AFSC 3V0X1 and 3V0X2 mix shown in the Manpower Table may be adjusted with specific justification and approval by MAJCOM/XPM.

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                                                    1. Work Center Description
                                                    2. Standard Manpower Table
                                                    3. Approved Variances
                                                    4. Process Analysis Summary

WORK CENTER DESCRIPTION

VISUAL INFORMATION

1.   PROCESSES ALERT PHOTOGRAPHY
1.1. RECEIVES REQUEST FOR ALERT PHOTOGRAPHY
1.2. READS OP AND OI
1.3. INSPECTS EQUIPMENT AND SUPPLIES
1.4. TRAVELS TO AND FROM ALERT SITE
1.5. REPORTS TO ON-SCENE CC OR PERSON IN CHARGE
1.6. RECEIVES AF FORM 833
1.7. TAKES PHOTOGRAPH
1.8. COMPLETES 833
1.9. UNLOADS FILM
1.10. INSPECTS EQUIP, REPLENISH SUPPLIES, AND STORES
1.11. TAKES FILM AND 833 TO LAB
1.12. RECEIVES 833 AND FILM PACK
1.13. LOGS IN COMPUTER
1.14. REVIEW AND IDENTIFY DEVELOPMENT PROCESS
1.15. PRIORITIZES WORK
1.16. ASSEMBLES EQUIPMENT
1.17. INSPECTS, REPLENISH, STAB CHEMICALS FOR PROCESS
1.18. LOADS ON REELS OR HOLDERS
1.19. PROCESSES MANUALLY IN TANKS (20%) OR AUTO PROCESS (80%)
1.20. INSPECTS NEGATIVE
1.21. PLACES IN WETTING AGENT
1.22. HANGS TO DRY
1.23. ANNOTATES 833
1.24. FORWARDS TO PRINTING ROOM
1.25. RECEIVES NEGATIVE AND 833
1.26. DETERMINES SIZE AND QUANTITY REQUIRED
1.27. PRIORITIZES 833
1.28. SETS UP EQUIP AND SUPPLIES
1.29. CLEANS NEGATIVE
1.30. INSPECTS EQUIPMENT
1.31. PLACES PAPER AND NEGATIVE ON CONTACT PRINTER AND EXPS PAPER AS REQUIRED
1.32. DEVELOPS AND DRIES CONTACT PROOF SHEET IN ILFORD (90%) or SYNC LINE (10%)
1.33. INSPECTS PRINT
1.34. PROJECTS NEGATIVE ON EASLE
1.35. DETERMINES CROPPING, EXPOSURE AND FILTRATION
1.36. EXPOSES AND PROCESSES PRINT
1.37. ADJUST EXPOSURE OR FILTRATIONS
1.38. EXPOSES FINAL PRINT
1.39. INSPECTS PRINT
1.40. LOADS COLOR NEGATIVE IN NORITSU MACHINE
1.41. ADJUSTS SIZE AS REQUIRED
1.42. EXPOSES AND PROCESSES PRINT
1.43. INSPECTS PRINT
1.44. ADJUSTS EXPOSURE
1.45. REPRINTS
1.46. INSPECTS PRINT
1.47. CUTS, SORTS, AND STAMPS AS REQUIRED
1.48. ANNOTATES 833
1.49. FORWARDS 833 AND PRINT TO PHOTOGRAPHER OR SUPERVISOR

1.50. RECEIVES 833 AND PRODUCT
1.51 CHECKS QUALITY AND QUANTITY
1.52. ANNOTATES 833
1.53. FORWARDS 833 AND PRODUCT TO CUSTOMER SERVICE OR RETURNS TO PRINTING ROOM
1.54. RECEIVES 833
1.55. ANNOTATES 833
1.56. NOTIFIES CUSTOMER
1.57. GIVES COMPLETED WORK TO CUSTOMER
1.58. OBTAINS SIGNATURE
1.59. LOGS 833 AS COMPLETED AND EXTRACTS WLD
1.60. FILES 833 AND NEGATIVE

2.   PROCESSES LOCATION PHOTO/CRIM EVID, MED DOC, AND OTHER OBJ
2.1.   RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
2.2.   REVIEWS FORM
2.3.   CLARIFIES INFO WITH CUSTOMER
2.4.   ADVISES CUSTOMER ON PROCEDURES, SCHEDULE, AND TRANS ARRANGEMENTS FOR PHOTO REQUIREMENT
2.5.   PREPARES AF FORM 398, PHOTOGRAPHIC ASSIGNMENT DATA, FOR LOCATION PHOTOGRAPH
2.6.   SCHEDULES PHOTOGRAPH
2.7.   ASSIGNS PHOTOGRAPHER
2.8.   PLACES IN FILE FOLDER
2.9.   RECEIVES 398/833
2.10. REVIEWS 398/833
2.11. ASSEMBLES EQUIPMENT AND LOAD FILM
2.12. TRAVELS TO AND FROM JOB SITE
2.13. TAKES PHOTOGRAPH
2.14. ANNOTATES 398/833
2.15. UNLOADS FILM
2.16. REPLACES EQUIPMENT AND UNUSED SUPPLIES
2.17. FORWARDS 398/833 AND FILM TO LAB
2.18. RECEIVES 398/833 AND FILM
2.19. LOG IN COMPUTER
2.20. REVIEWS AND IDENTIFIES DEVELOPMENT PROCEDURE
2.21. PRIORITIZES WORK
2.22. ASSEMBLES EQUIPMENT
2.23. INSPECTS, REPLENISH, AND STAB CHEMICALS FOR PROCEDURE
2.24. LOADS ON REELS OR HOLDERS
2.25. PROCESSES MANUALLY IN TANKS (20%) OR AUTO PROCESSES (80%)
2.26. HANGS TO DRY
2.27. INSPECTS NEGATIVE WHILE SLEEVING
2.28. ANNOTATES 833
2.29. FORWARDS 398/833 AND NEGATIVE TO PRINTING ROOM
2.30. RECEIVES 398/833 AND NEGATIVE
2.31. DETERMINES SIZE AND QUANTITY REQUIRED
2.32. SETS UP EQUIPMENT AND SUPPLIES
2.33. PLACES PAPER AND NEGATIVE ON CONTACT PRINTER AND EXPS PAPER AS REQUIRED
2.34. DEVELOPS AND DRIES CONTACT PROOF SHEET IN ILFORD OR SYNC LINE
2.35. INSPECTS PRINT
2.36. PROJECTS NEGATIVE ON EASLE
2.37. DETERMINES CROPPING, EXPOSURE, AND FILTRATION
2.38. EXPOSES AND PROCESSES PRINT
2.39. ADJUSTS EXPOSURE OR FILTRATIONS
2.40   EXPOSES FINAL PRODUCT

2.41. INSPECTS PRINT
2.42. LOADS COLOR NEGATIVE IN NORITSU MACHINE
2.43. ADJUSTS SIZE AS REQUIRED
2.44. EXPOSES AND PROCESSES PRINT
2.45. INSPECTS PRINT
2.46. ADJUSTS EXPOSURE
2.47. REPRINTS
2.48. INSPECTS PRINT
2.49. CUTS, SORTS, AND STAMPS AS REQUIRED
2.50. ANNOTATES 833
2.51. FORWARDS 833 AND PRODUCT TO PHOTOGRAPHER
2.52. RECEIVES 833 AND PRODUCT
2.53. CHECKS QUANTITY AND QUALITY
2.54. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO LAB
2.55. ANNOTATES 833
2.56. NOTIFIES CUSTOMER
2.57. GIVES COMPLETED WORK TO CUSTOMER
2.58. OBTAINS SIGNATURE
2.59. LOGS 833 AS COMPLETED AND EXTRACTS WLD
2.60. FILES 398/833

3.   PROCESSES STUDIO PHOTOGRAPHY
3.1.   RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
3.2.   REVIEWS FORM
3.3.   CLARIFIES INFO WITH CUSTOMER
3.4.   ADVISES CUSTOMER ON PROCEDURES, SCHEDULE, AND TRANS ARRANGEMENTS FOR PHOTO REQUIREMENT
3.5.   SCHEDULES PHOTOGRAPH
3.6.   ASSIGNS PHOTOGRAPHER
3.7.   PLACES IN FILE FOLDER
3.8.   RECEIVES 833 FOR STUDIO PHOTOGRAPHY
3.9.   REVIEWS 833
3.10. SELECTS EQUIPMENT AND SUPPLIES
3.11. SETS UP BACKGROUND AND LIGHTING
3.12. LOADS FILM
3.13. GREETS CUSTOMER AND INSPECTS FOR PROPER ATTIRE
3.14. ARRANGES LIGHTING AND COMPOSES SUBJECT
3.15. EXPOSES AND UNLOADS FILM PACK
3.16. FORWARDS 833 AND FILM TO LAB
3.17. RECEIVES 833 AND FILM PACK
3.18. LOGS IN COMPUTER
3.19. REVIEWS AND IDENTIFIES DEVELOPMENT PROCEDURE
3.20. PRIORITIZES WORK
3.21. ASSEMBLES EQUIPMENT
3.22. INSPECTS, REPLENISH, AND STAB CHEMICALS FOR PROCEDURE
3.23. LOADS ON REELS OR HOLDERS
3.24. PROCESSES MANUALLY IN TANKS (20%) OR AUTO PROCESSES (80%)
3.25. HANGS TO DRY
3.26. INSPECTS NEGATIVE WHILE SLEEVING
3.27. ANNOTATES 833
3.28. FORWARDS TO PRINTING ROOM
3.29. RECEIVES 833 AND NEGATIVE
3.30. DETERMINES SIZE AND QUANTITY REQUIRED
3.31. SETS UP EQUIPMENT AND SUPPLIES

3.32. PLACES PAPER AND NEGATIVE ON CONTACT PRINTER AND EXPS PAPER AS REQUIRED
3.33. DEVELOPS AND DRIES CONTACT PROOF SHEET IN ILFORD OR SYNC LINE
3.34. INSPECTS PRINT
3.35. PROJECTS NEGATIVE ON EASLE
3.36. DETERMINES CROPPING, EXPOSURE, AND FILTRATION
3.37. EXPOSES AND PROCESSES PRINT
3.38. ADJUSTS EXPOSURE OR FILTRATIONS
3.39. EXPOSES FINAL PRODUCT
3.40. INSPECTS PRINT
3.41. LOADS COLOR NEGATIVE IN NORITSU MACHINE
3.42. ADJUSTS SIZE AS REQUIRED
3.43. EXPOSES AND PROCESSES PRINT
3.44. INSPECTS PRINT
3.45. ADJUSTS EXPOSURE
3.46. REPRINTS
3.47. INSPECTS PRINT
3.48. CUTS, SORTS, AND STAMPS AS REQUIRED
3.49. ANNOTATES 833
3.50. FORWARDS 833 AND PRODUCT TO PHOTOGRAPHER
3.51. RECEIVES 833 AND PRODUCT
3.52. CHECKS QUANTITY AND QUALITY
3.53. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO LAB
3.54. ANNOTATES 833
3.55. NOTIFIES CUSTOMER
3.56. GIVES COMPLETED WORK TO CUSTOMER
3.57. OBTAINS SIGNATURE
3.58. LOGS 833 AS COMPLETED AND EXTRACTS WLD
3.59. FILES 833 AND NEGATIVES

4.   PROCESSES COPY PHOTOGRAPHY
4.1.   RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
4.2.   REVIEWS FORM
4.3.   CLARIFIES INFO WITH CUSTOMER
4.4.   ADVISES CUSTOMER ON PROCEDURES, SCHEDULE, AND TRANS ARRANGEMENTS FOR PHOTO REQUIREMENT
4.5.   SCHEDULES PHOTOGRAPH
4.6.   ASSIGNS PHOTOGRAPHER
4.7.   PLACES IN FILE FOLDER
4.8.   RECEIVES AND REVIEWS COPY PHOTOGRAPHY ARTWORK AND SLIDES
4.9.   CONSULTS WITH CUSTOMER
4.10. PREPARES COPY CAMERA FOR ARTWORK
4.11. LOADS FILM
4.12. AFFIXES ARTWORK TO EASLE OR BOARD
4.13. SETS UP AND ADJUSTS LIGHTING
4.14. FOCUSES CAMERA AND TAKES PHOTOGRAPH
4.15. REMOVES ARTWORK
4.16. REMOVES FILM
4.17. FORWARDS 833 AND FILM TO FILM PROCESSING
4.18. RECEIVES 833 AND FILM PACK
4.19. LOGS IN COMPUTER
4.20. REVIEWS AND IDENTIFIES DEVELOPMENT PROCEDURE
4.21. PRIORITIZES WORK
4.22. ASSEMBLES EQUIPMENT
4.23. INSPECTS, REPLENISH, AND STAB CHEMICALS FOR PROCEDURE

4.24. LOADS ON REELS OR HOLDERS
4.25. PROCESSES MANUALLY IN TANKS (20%) OR AUTO PROCESSES (80%)
4.26. HANGS TO DRY
4.27. INSPECTS NEGATIVE WHILE SLEEVING
4.28. ANNOTATES 833
4.29. FORWARDS TO PRINTING ROOM OR MOUNTING ROOM
4.30. RECEIVES 833 AND NEGATIVE
4.31. DETERMINES SIZE AND QUANTITY REQUIRED
4.32. SETS UP EQUIPMENT AND SUPPLIES
4.33. PLACES PAPER AND NEGATIVE ON CONTACT PRINTER AND EXPS PAPER AS REQUIRED
4.34. DEVELOPS AND DRIES CONTACT PROOF SHEET IN ILFORD OR SYNC LINE
4.35. INSPECTS PRINT
4.36. PROJECTS NEGATIVE ON EASLE
4.37. DETERMINES CROPPING, EXPOSURE, AND FILTRATION
4.38. EXPOSES AND PROCESSES PRINT
4.39. ADJUSTS EXPOSURE OR FILTRATIONS
4.40. EXPOSES FINAL PRODUCT
4.41. INSPECTS PRINT
4.42. LOADS COLOR NEGATIVE IN NORITSU MACHINE
4.43. ADJUSTS SIZE AS REQUIRED
4.44. EXPOSES AND PROCESSES PRINT
4.45. INSPECTS PRINT
4.46. CUTS, SORTS, AND STAMPS
4.47. ANNOTATES 833
4.48. RECEIVES 833 AND SLIDE
4.49. INSPECTS AND NUMBERS SLIDE AS REQUIRED
4.50. STAMPS SECURITY CLASSIFICATION
4.51. COMPLETES AND AFFIXES ID LABEL ON CONTAINER
4.52. MOUNTS AND COPY SLIDE
4.53. ANNOTATES 833
4.54. FORWARDS 833 AND SLIDE TO PHOTOGRAPHER OR SUPERVISOR
4.55. RECEIVES 833 AND PRODUCT
4.56. REVIEWS 833
4.57. CHECKS QUANTITY AND QUALITY
4.58. FORWARDS 833 AND PRODUCT TO CUSTOMER SERVICE OR RETURNS TO LAB
4.59. RECEIVES COMPLETED 833 AND PRODUCT
4.60. REVIEWS 833
4.61. ANNOTATES 833
4.62. NOTIFIES CUSTOMER
4.63. GIVES COMPLETED WORK TO CUSTOMER
4.64. OBTAINS SIGNATURE
4.65. LOGS 833 AS COMPLETED AND EXTRACTS WLD
4.66. FILES 833

5.   PROCESSES 35MM COPY PHOTOGRAPHY
5.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
5.2. REVIEWS FORM
5.3. SCREENS CUSTOMER NEG AS REQUIRED
5.4. ADVISES CUSTOMER OF PROCESS, SCHEDULE, AND TRANS AND ARRANGE PHOTO REQ
5.5. SCHEDULES PHOTOGRAPH
5.6. ASSIGNS PHOTOGRAPHER
5.7. PLACES IN FILM FOLDER
5.8. RECEIVES AND REVIEWS 35MM SLIDE
5.9. CONSULTS WITH CUSTOMER

5.10. PREPARES COPY CAMERA FOR 35MM SLIDE
5.11. LOADS FILM
5.12. INSPECTS AND DUSTS SLIDE
5.13. PLACES UNDER LENS, ADJUSTS, AND EXPS FILM
5.14. REMOVES AND PLACES IN CONTAINER
5.15. ANNOTATES 833
5.16. FORWARDS 833 AND FILM TO FILM PROCESSING
5.17. RECEIVES 833 AND FILM PACK
5.18. LOGS IN COMPUTER
5.19. REVIEWS AND IDENTIFIES DEVELOPMENT PROCESS
5.20. PRIORITIZES WORK
5.21. ASSEMBLES EQUIPMENT
5.22. INSPECTS, REPLENISH AND STAB CHEMICALS FOR PROCESSING
5.23. LOADS ON REELS OR HOLDERS
5.24. PROCESSES MANUALLY IN TANKS (20%) OR AUTO PROCESS (80%)
5.25. HANGS TO DRY
5.26. INSPECTS SLIDE WHILE SLEEVING
5.27. ANNOTATES 833
5.28. FORWARDS TO MOUNTING ROOM
5.29. RECEIVES 833 AND SLIDE
5.30. INSPECTS AND NUMBERS SLIDE AS REQUIRED
5.31. STAMPS SECURITY CLASSIFICATION
5.32. COMPLETES AND AFFIXES ID LABEL ON CONTAINER
5.33. MOUNT AND COPY SLIDE
5.34. ANNOTATES 833
5.35. FORWARDS 833 AND PRODUCT TO PHOTOGRAPHER OR CUSTOMER SERVICE
5.36. RECEIVES 833 AND PRODUCT
5.37. REVIEWS 833
5.38. CHECKS QUANTITY AND QUALITY
5.39. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO LAB
5.40. RECEIVES 833
5.41. ANNOTATES 833
5.42. NOTIFIES CUSTOMER
5.43. GIVES COMPLETED WORK TO CUSTOMER
5.44. OBTAINS SIGNATURE
5.45. LOGS 833 AS COMPLETE AND EXTRACTS WLD
5.46. FILES 833

6.   PROCESS SIMPLE VUGRAPH
6.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
6.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
6.3. PREPARES CLASSIFIED 833
6.4. REVIEW FORM
6.5. CLARIFIES INFORMATION WITH CUSTOMER
6.6. ASSIGNS WORK ORDER NUMBER
6.7. LOGS REQUEST ON LOCAL FORM
6.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
6.9. SEALS CLASSIFIED 833 AS REQUIRED
6.10. STORES IN SAFE
6.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
6.12. PROCESSES SIMPLE VUGRAPH REQUEST
6.13. REVIEWS 833
6.14. CONSULTS WITH CUSTOMER
6.15. REVIEWS INFO/DETERMINES SEQUENCE OF SLIDES

6.16. OBTAINS MATERIAL
6.17. PRODUCES/REVISES SIMPLE VUGRAPH
6.18. REPRODUCES MASTER
6.19. MAINTAINS TRANSPARENCY
6.20. INSPECTS FINAL PRODUCT
6.21. COORDINATES WITH CUSTOMER
6.22. RECORDS MAN-HOUR COST
6.23. FILES MASTER
6.24. FORWARDS 833 AND FINAL PRODUCTION TO SUPERVISOR
6.25. RECEIVES COMPLETED 833 AND FINAL PRODUCT
6.26. REVIEWS 833
6.27. VERIFIES QUANTITY AND QUALITY
6.28. ANNOTATES 833
6.29. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
6.30. RECEIVES 833 AND FINAL PRODUCT
6.31. REVIEWS 833
6.32. NOTIFIES CUSTOMER
6.33. GIVES COMPLETED WORK TO CUSTOMER
6.34. OBTAINS SIGNATURE
6.35. LOGS 833 AS COMPLETED
6.36. FILES 833

7.   PROCESS AVERAGE VUGRAPH
7.1.   RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
7.2.   IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
7.3.   PREPARES CLASSIFIED 833
7.4.   REVIEW FORM
7.5.   CLARIFIES INFORMATION WITH CUSTOMER
7.6.   ASSIGNS WORK ORDER NUMBER
7.7.   LOGS REQUEST ON LOCAL FORM
7.8.   ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
7.9.   SEALS CLASSIFIED 833 AS REQUIRED
7.10. STORES IN SAFE
7.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
7.12. RECEIVES AVERAGE VUGRAPH REQUEST
7.13. REVIEWS 833
7.14. CONSULTS WITH CUSTOMER
7.15. OBTAINS MATERIAL
7.16. PRODUCES/REVISES AVERAGE VUGRAPH
7.17. REPRODUCES MASTER
7.18. MAINTAINS TRANSPARENCY
7.19. INSPECTS FINAL PRODUCT
7.20. COORDINATES WITH CUSTOMER
7.21. RECORDS MAN-HOUR COST
7.22. FILES MASTER
7.23. FORWARDS 833 AND FINAL PRODUCTION TO SUPERVISOR
7.24. RECEIVES COMPLETED 833 AND FINAL PRODUCT
7.25. REVIEWS 833
7.26. VERIFIES QUANTITY AND QUALITY
7.27. ANNOTATES 833
7.28. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
7.29. RECEIVES 833 AND FINAL PRODUCT
7.30. REVIEWS 833
7.31. NOTIFIES CUSTOMER

7.32. GIVES COMPLETED WORK TO CUSTOMER
7.33. OBTAINS SIGNATURE
7.34. LOGS 833 AS COMPLETED
7.35. FILES 833

8.   PROCESSES COMPLEX VUGRAPH
8.1.   RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
8.2.   IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
8.3.   PREPARES CLASSIFIED 833
8.4.   REVIEW FORM
8.5.   CLARIFIES INFORMATION WITH CUSTOMER
8.6.   ASSIGNS WORK ORDER NUMBER
8.7.   LOGS REQUEST ON LOCAL FORM
8.8.   ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
8.9.   SEALS CLASSIFIED 833 AS REQUIRED
8.10. STORES IN SAFE
8.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
8.12. RECEIVES COMPLEX VUGRAPH REQUEST
8.13. REVIEWS 833
8.14. CONSULTS WITH CUSTOMER
8.15. OBTAINS MATERIAL
8.16. PREPARES ROUGH SKETCH
8.17. COORDINATES SKETCH
8.18. PRODUCES/REVISES COMPLEX VUGRAPH
8.19. REPRODUCES MASTER
8.20. MAINTAINS TRANSPARENCY
8.21. INSPECTS FINAL PRODUCT
8.22. RECORDS MAN-HOUR COST
8.23. FILES MASTER
8.24. FORWARDS 833 AND FINAL PRODUCTION TO SUPERVISOR
8.25. RECEIVES COMPLETED 833 AND FINAL PRODUCT
8.26. REVIEWS 833
8.27. VERIFIES QUANTITY AND QUALITY
8.28. ANNOTATES 833
8.29. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
8.30. RECEIVES 833 AND FINAL PRODUCT
8.31. REVIEWS 833
8.32. NOTIFIES CUSTOMER
8.33. GIVES COMPLETED WORK TO CUSTOMER
8.34. OBTAINS SIGNATURE
8.35. LOGS 833 AS COMPLETED
8.36. FILES 833

9.   PROCESSES FLIP CHART
9.1.   RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
9.2.   IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
9.3.   PREPARES CLASSIFIED 833
9.4.   REVIEW FORM
9.5.   CLARIFIES INFORMATION WITH CUSTOMER
9.6.   ASSIGNS WORK ORDER NUMBER
9.7.   LOGS REQUEST ON LOCAL FORM
9.8.   ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
9.9.   SEALS CLASSIFIED 833 AS REQUIRED
9.10. STORES IN SAFE

9.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
9.12. RECEIVES FLIP CHART REQUEST
9.13. REVIEWS 833
9.14. CONSULTS WITH CUSTOMER
9.15. OBTAINS MATERIAL AND SUPPLIES
9.16. COORDINATES CHART
9.17. PRODUCES/REVISES FLIP CHART
9.18. INSPECTS FINAL PRODUCT
9.19. RECORDS MAN-HOUR COST
9.20. FILES MASTER
9.21. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
9.22. RECEIVES COMPLETED 833 AND FINAL PRODUCT
9.23. REVIEWS 833
9.24. VERIFIES QUANTITY AND QUALITY
9.25. ANNOTATES 833
9.26. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
9.27. RECEIVES 833 AND FINAL PRODUCT
9.28. REVIEWS 833
9.29. NOTIFIES CUSTOMER
9.30. GIVES COMPLETED WORK TO CUSTOMER
9.31. OBTAINS SIGNATURE
9.32. LOGS 833 AS COMPLETED
9.33. FILES 833

10.   PROCESSES BRIEFING CHART
10.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
10.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
10.3. PREPARES CLASSIFIED 833
10.4. REVIEW FORM
10.5. CLARIFIES INFORMATION WITH CUSTOMER
10.6. ASSIGNS WORK ORDER NUMBER
10.7. LOGS REQUEST ON LOCAL FORM
10.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
10.9. SEALS CLASSIFIED 833 AS REQUIRED
10.10. STORES IN SAFE
10.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
10.12. RECEIVES BRIEFING CHART REQUEST
10.13. REVIEWS 833
10.14. CONSULTS WITH CUSTOMER
10.15. OBTAINS MATERIALS AND SUPPLIES
10.16. PREPARES ROUGH CHART
10.17. COORDINATES CHART
10.18. PRODUCES/REVISES BRIEFING CHART
10.19. REPRODUCES MASTER
10.20. INSPECTS FINAL PRODUCT
10.21. RECORDS MAN-HOUR COST
10.22. COORDINATES WITH CUSTOMER
10.23. FILES MASTER
10.24. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
10.25. RECEIVES COMPLETED 833 AND FINAL PRODUCT
10.26. REVIEWS 833
10.27. VERIFIES QUANTITY AND QUALITY
10.28. ANNOTATES 833
10.29. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN

10.30. RECEIVES 833 AND FINAL PRODUCT
10.31. REVIEWS 833
10.32. NOTIFIES CUSTOMER
10.33. GIVES COMPLETED WORK TO CUSTOMER
10.34. OBTAINS SIGNATURE
10.35. LOGS 833 AS COMPLETED
10.36. FILES 833

11.   PROCESSES BOOK COVER
11.1.   RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
11.2.   IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
11.3.   PREPARES CLASSIFIED 833
11.4.   REVIEW FORM
11.5.   CLARIFIES INFORMATION WITH CUSTOMER
11.6.   ASSIGNS WORK ORDER NUMBER
11.7.   LOGS REQUEST ON LOCAL FORM
11.8.   ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
11.9.   SEALS CLASSIFIED 833 AS REQUIRED
11.10. STORES IN SAFE
11.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
11.12. RECEIVES BOOK COVER REQUEST
11.13. REVIEWS 833
11.14. CONSULTS WITH CUSTOMER
11.15. OBTAINS MATERIAL AND SUPPLIES
11.16. PREPARES BOOK COVER
11.17. COORDINATES BOOK COVER
11.18. PRODUCES/REVISES BOOK COVER
11.19. REPRODUCES MASTER
11.20. INSPECTS FINAL PRODUCT
11.21. RECORDS MAN-HOUR COST
11.22. FILES MASTER
11.23. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
11.24. RECEIVES COMPLETED 833 AND FINAL PRODUCT
11.25. REVIEWS 833
11.26. VERIFIES QUANTITY AND QUALITY
11.27. ANNOTATES 833
11.28. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
11.29. RECEIVES 833 AND FINAL PRODUCT
11.30. REVIEWS 833
11.31. NOTIFIES CUSTOMER
11.32. GIVES COMPLETED WORK TO CUSTOMER
11.33. OBTAINS SIGNATURE
11.34. LOGS 833 AS COMPLETED
11.35. FILES 833

12.   PROCESSES STATUS OR WALL CHART
12.1.   RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
12.2.   IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
12.3.   PREPARES CLASSIFIED 833
12.4.   REVIEW FORM
12.5.   CLARIFIES INFORMATION WITH CUSTOMER
12.6.   ASSIGNS WORK ORDER NUMBER
12.7.   LOGS REQUEST ON LOCAL FORM
12.8.   ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE

12.9. SEALS CLASSIFIED 833 AS REQUIRED
12.10. STORES IN SAFE
12.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
12.12. RECEIVES STATUS OR WALL CHART REQUEST
12.13. REVIEWS 833
12.14. CONSULTS WITH CUSTOMER
12.15. OBTAINS MATERIAL AND SUPPLIES
12.16. PRODUCES/REVISES STATUS/WALL CHART
12.17. INSPECTS FINAL PRODUCT
12.18. RECORDS MAN-HOUR COST
12.19. FILES MASTER
12.20. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
12.21. RECEIVES COMPLETED 833 AND FINAL PRODUCT
12.22. REVIEWS 833
12.23. VERIFIES QUANTITY AND QUALITY
12.24. ANNOTATES 833
12.25. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
12.26. RECEIVES 833 AND FINAL PRODUCT
12.27. REVIEWS 833
12.28. NOTIFIES CUSTOMER
12.29. GIVES COMPLETED WORK TO CUSTOMER
12.30. OBTAINS SIGNATURE
12.31. LOGS 833 AS COMPLETED
12.32. FILES 833

13.   PROCESSES SIGN
13.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
13.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
13.3. PREPARES CLASSIFIED 833
13.4. REVIEW FORM
13.5. CLARIFIES INFORMATION WITH CUSTOMER
13.6. ASSIGNS WORK ORDER NUMBER
13.7. LOGS REQUEST ON LOCAL FORM
13.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
13.9. SEALS CLASSIFIED 833 AS REQUIRED
13.10. STORES IN SAFE
13.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
13.12. RECEIVES SIGN REQUEST
13.13. REVIEWS 833
13.14. CONSULTS WITH CUSTOMER
13.15. OBTAINS MATERIAL AND SUPPLIES
13.16. PREPARES ROUGH SIGN
13.17. COORDINATES SIGN
13.18. PRODUCES/REVISES SIGN
13.19. PROCESSES THRU OZLID AS REQUIRED
13.20. REPRODUCES MASTER AS REQUIRED
13.21. MOUNTS TO CARD STALKS/MATT BOARD AS REQUIRED
13.22. INSPECTS FINAL PRODUCT
13.23. RECORDS MAN-HOUR COST
13.24. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
13.25. RECEIVES COMPLETED 833 AND FINAL PRODUCT
13.26. REVIEWS 833
13.27. VERIFIES QUANTITY AND QUALITY
13.28. ANNOTATES 833

13.29. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
13.30. RECEIVES 833 AND FINAL PRODUCT
13.31. REVIEWS 833
13.32. NOTIFIES CUSTOMER
13.33. GIVES COMPLETED WORK TO CUSTOMER
13.34. OBTAINS SIGNATURE
13.35. LOGS 833 AS COMPLETED
13.36. FILES 833

14.   PROCESSES POSTER
14.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
14.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
14.3. PREPARES CLASSIFIED 833
14.4. REVIEW FORM
14.5. CLARIFIES INFORMATION WITH CUSTOMER
14.6. ASSIGNS WORK ORDER NUMBER
14.7. LOGS REQUEST ON LOCAL FORM
14.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
14.9. SEALS CLASSIFIED 833 AS REQUIRED
14.10. STORES IN SAFE
14.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
14.12. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
14.13. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
14.14. PREPARES CLASSIFIED 833
14.15. REVIEW FORM
14.16. CLARIFIES INFORMATION WITH CUSTOMER
14.17. ASSIGNS WORK ORDER NUMBER
14.18. LOGS REQUEST ON LOCAL FORM
14.19. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
14.20. SEALS CLASSIFIED 833 AS REQUIRED
14.21. STORES IN SAFE
14.22. FORWARDS 833 TO GRAPHIC TECHNICIAN
14.23. RECEIVES POSTER REQUEST
14.24. REVIEWS 833
14.25. CONSULTS WITH CUSTOMER
14.26. OBTAINS MATERIAL AND SUPPLIES
14.27. PREPARES ROUGH POSTER AS REQUIRED
14.28. COORDINATES POSTER
14.29. PRODUCES/REVISES POSTER
14.30. INSPECTS FINAL PRODUCT
14.31. RECORDS MAN-HOUR COST
14.32. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
14.33. RECEIVES COMPLETED 833 AND FINAL PRODUCT
14.34. REVIEWS 833
14.35. VERIFIES QUANTITY AND QUALITY
14.36. ANNOTATES 833
14.37. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
14.38. RECEIVES 833 AND FINAL PRODUCT
14.39. REVIEWS 833
14.40. NOTIFIES CUSTOMER
14.41. GIVES COMPLETED WORK TO CUSTOMER
14.42. OBTAINS SIGNATURE
14.43. LOGS 833 AS COMPLETED
14.44. FILES 833

15.   PROCESSES ARTWORK
15.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
15.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
15.3. PREPARES CLASSIFIED 833
15.4. REVIEW FORM
15.5. CLARIFIES INFORMATION WITH CUSTOMER
15.6. ASSIGNS WORK ORDER NUMBER
15.7. LOGS REQUEST ON LOCAL FORM
15.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
15.9. SEALS CLASSIFIED 833 AS REQUIRED
15.10. STORES IN SAFE
15.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
15.12. RECEIVES ARTWORK REQUEST
15.13. REVIEWS 833
15.14. CONSULTS WITH CUSTOMER
15.15. OBTAINS MATERIAL AND SUPPLIES
15.16. PREPARES LAYOUT MAGAZINE/BROCHURE/PAMPHLET
15.17. COORDINATES LAYOUT
15.18. PRODUCES/REVISES REPRODUCTION ARTWORK AND PREPARES PUBLICATION LAYOUT
15.19. REPRODUCES MASTER
15.20. INSPECTS FINAL PRODUCT
15.21. RECORDS MAN-HOUR COST
15.22. FILES MASTER
15.23. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
15.24. RECEIVES COMPLETED 833 AND FINAL PRODUCT
15.25. REVIEWS 833
15.26. VERIFIES QUANTITY AND QUALITY
15.27. ANNOTATES 833
15.28. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
15.29. RECEIVES 833 AND FINAL PRODUCT
15.30. REVIEWS 833
15.31. NOTIFIES CUSTOMER
15.32. GIVES COMPLETED WORK TO CUSTOMER
15.33. OBTAINS SIGNATURE
15.34. LOGS 833 AS COMPLETED
15.35. FILES 833

16.   PROCESSES BY HAND NAMEPLATE
16.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
16.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
16.3. PREPARES CLASSIFIED 833
16.4. REVIEW FORM
16.5. CLARIFIES INFORMATION WITH CUSTOMER
16.6. ASSIGNS WORK ORDER NUMBER
16.7. LOGS REQUEST ON LOCAL FORM
16.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
16.9. SEALS CLASSIFIED 833 AS REQUIRED
16.10. STORES IN SAFE
16.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
16.12. RECEIVES BY HAND NAMEPLATE REQUEST
16.13. REVIEWS 833
16.14. CONSULTS WITH CUSTOMER
16.15. OBTAINS MATERIAL AND SUPPLIES
16.16. PRODUCES/REVISES NAMEP0. EXPOSES FINAL PRODUCT

16.17. REPRODUCES MASTER
16.18. INSPECTS FINAL PRODUCT
16.19. RECORDS MAN-HOUR COST
16.20. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
16.21. RECEIVES COMPLETED 833 AND FINAL PRODUCT
16.22. REVIEWS 833
16.23. VERIFIES QUANTITY AND QUALITY
16.24. ANNOTATES 833
16.25. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
16.26. RECEIVES 833 AND FINAL PRODUCT
16.27. REVIEWS 833
16.28. NOTIFIES CUSTOMER
16.29. GIVES COMPLETED WORK TO CUSTOMER
16.30. OBTAINS SIGNATURE
16.31. LOGS 833 AS COMPLETED
16.32. FILES 833

17.   PROCESSES COMPUTERIZED NAMEPLATE
17.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
17.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
17.3. PREPARES CLASSIFIED 833
17.4. REVIEW FORM
17.5. CLARIFIES INFORMATION WITH CUSTOMER
17.6. ASSIGNS WORK ORDER NUMBER
17.7. LOGS REQUEST ON LOCAL FORM
17.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
17.9. SEALS CLASSIFIED 833 AS REQUIRED
17.10. STORES IN SAFE
17.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
17.12. RECEIVES COMPUTERIZED NAMEPLATE REQUEST
17.13. REVIEWS 833
17.14. CONSULTS WITH CUSTOMER
17.15. LOADS NAMEPLATE FORMAT
17.16. ENTERS INFORMATION
17.17. SAVES TO DISK
17.18. PRINTS HARD COPY
17.19. INSPECTS FINAL PRODUCT
17.20. RECORDS MAN-HOUR COST
17.21. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
17.22. RECEIVES COMPLETED 833 AND FINAL PRODUCT
17.23. REVIEWS 833
17.24. VERIFIES QUANTITY AND QUALITY
17.25. ANNOTATES 833
17.26. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
17.27. RECEIVES 833 AND FINAL PRODUCT
17.28. REVIEWS 833
17.29. NOTIFIES CUSTOMER
17.30. GIVES COMPLETED WORK TO CUSTOMER
17.31. OBTAINS SIGNATURE
17.32. LOGS 833 AS COMPLETED
17.33. FILES 833

18.   PROCESSES PREFABRICATED CERTIFICATE
18.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833

18.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
18.3. PREPARES CLASSIFIED 833
18.4. REVIEW FORM
18.5. CLARIFIES INFORMATION WITH CUSTOMER
18.6. ASSIGNS WORK ORDER NUMBER
18.7. LOGS REQUEST ON LOCAL FORM
18.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
18.9. SEALS CLASSIFIED 833 AS REQUIRED
18.10. STORES IN SAFE
18.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
18.12. RECEIVES PREFABRICATED CERTIFICATE REQUEST
18.13. REVIEWS 833
18.14. CONSULTS WITH CUSTOMER
18.15. OBTAINS MATERIAL AND SUPPLIES
18.16. LETTERS CERTIFICATE
18.17. PRODUCES/REVISES CERTIFICATE
18.18. INSPECTS FINAL PRODUCT
18.19. RECORDS MAN-HOUR COST
18.20. FILES MASTER
18.21. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
18.22. RECEIVES COMPLETED 833 AND FINAL PRODUCT
18.23. REVIEWS 833
18.24. VERIFIES QUANTITY AND QUALITY
18.25. ANNOTATES 833
18.26. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
18.27. RECEIVES 833 AND FINAL PRODUCT
18.28. REVIEWS 833
18.29. NOTIFIES CUSTOMER
18.30. GIVES COMPLETED WORK TO CUSTOMER
18.31. OBTAINS SIGNATURE
18.32. LOGS 833 AS COMPLETED
18.33. FILES 833

19.   PROCESSES COMPUTERIZED CERTIFICATE
19.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
19.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
19.3. PREPARES CLASSIFIED 833
19.4. REVIEW FORM
19.5. CLARIFIES INFORMATION WITH CUSTOMER
19.6. ASSIGNS WORK ORDER NUMBER
19.7. LOGS REQUEST ON LOCAL FORM
19.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
19.9. SEALS CLASSIFIED 833 AS REQUIRED
19.10. STORES IN SAFE
19.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
19.12. RECEIVES COMPUTERIZED CERTIFICATE REQUEST
19.13. REVIEWS 833
19.14. CONSULTS WITH CUSTOMER
19.15. LOADS CERTIFICATE FORMAT
19.16. INPUTS INFORMATION
19.17. REVIEWS INPUT
19.18. SAVES TO DISK
19.19. PRINTS HARD COPY
19.20. INSPECTS FINAL PRODUCT

19.21. RECORDS MAN-HOUR COST
19.22. FILES MASTER
19.23. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
19.24. RECEIVES COMPLETED 833 AND FINAL PRODUCT
19.25. REVIEWS 833
19.26. VERIFIES QUANTITY AND QUALITY
19.27. ANNOTATES 833
19.28. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
19.29. RECEIVES 833 AND FINAL PRODUCT
19.30. REVIEWS 833
19.31. NOTIFIES CUSTOMER
19.32. GIVES COMPLETED WORK TO CUSTOMER
19.33. OBTAINS SIGNATURE
19.34. LOGS 833 AS COMPLETED
19.35. FILES 833

20.   PROCESSES SIMPLE 35MM SLIDE ART
20.1.   RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
20.2.   IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
20.3.   PREPARES CLASSIFIED 833
20.4.   REVIEW FORM
20.5.   CLARIFIES INFORMATION WITH CUSTOMER
20.6.   ASSIGNS WORK ORDER NUMBER
20.7.   LOGS REQUEST ON LOCAL FORM
20.8.   ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
20.9.   SEALS CLASSIFIED 833 AS REQUIRED
20.10. STORES IN SAFE
20.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
20.12. RECEIVES SIMPLE 35MM SLIDE ART REQUEST
20.13. REVIEWS 833
20.14. CONSULTS WITH CUSTOMER
20.15. OBTAINS MATERIAL AND SUPPLIES
20.16. PREPARES SIMPLE 35MM SLIDE ART
20.17. COORDINATES SIMPLE 35MM SLIDE ART
20.18. PRODUCES/REVISES SIMPLE 35MM SLIDE ART
20.19. REPRODUCES MASTER
20.20. INSPECTS FINAL PRODUCT
20.21. RECORDS MAN-HOUR COST
20.22. FILES MASTER
20.23. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
20.24. RECEIVES COMPLETED 833 AND FINAL PRODUCT
20.25. REVIEWS 833
20.26. VERIFIES QUANTITY AND QUALITY
20.27. ANNOTATES 833
20.28. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
20.29. RECEIVES 833 AND FINAL PRODUCT
20.30. REVIEWS 833
20.31. NOTIFIES CUSTOMER
20.32. GIVES COMPLETED WORK TO CUSTOMER
20.33. OBTAINS SIGNATURE
20.34. LOGS 833 AS COMPLETED
20.35. FILES 833

21.   PROCESSES AVERAGE 35MM SLIDE ART

21.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
21.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
21.3. PREPARES CLASSIFIED 833
21.4. REVIEW FORM
21.5. CLARIFIES INFORMATION WITH CUSTOM
21.6. ASSIGNS WORK ORDER NUMBER
21.7. LOGS REQUEST ON LOCAL FORM
21.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
21.9. SEALS CLASSIFIED 833 AS REQUIRED
21.10. STORES IN SAFE
21.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
21.12. RECEIVES AVERAGE 35MM SLIDE ART REQUEST
21.13. REVIEWS 833
21.14. CONSULTS WITH CUSTOMER
21.15. OBTAINS MATERIAL AND SUPPLIES
21.16. PREPARES AVERAGE 35MM SLIDE ART
21.17. COORDINATES AVERAGE 35MM SLIDE ART
21.18. PRODUCES/REVISES SIMPLE 35MM SLIDE ART
21.19. REPRODUCES MASTER
21.20. INSPECTS FINAL PRODUCT
21.21. RECORDS MAN-HOUR COST
21.22. FILES MASTER
21.23. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
21.24. RECEIVES COMPLETED 833 AND FINAL PRODUCT
21.25. REVIEWS 833
21.26. VERIFIES QUANTITY AND QUALITY
21.27. ANNOTATES 833
21.28. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
21.29. RECEIVES 833 AND FINAL PRODUCT
21.30. REVIEWS 833
21.31. NOTIFIES CUSTOMER
21.32. GIVES COMPLETED WORK TO CUSTOMER
21.33. OBTAINS SIGNATURE
21.34. LOGS 833 AS COMPLETED
21.35. FILES 833

22.   PROCESSES COMPLEX 35MM SLIDE ART
22.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
22.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
22.3. PREPARES CLASSIFIED 833
22.4. REVIEW FORM
22.5. CLARIFIES INFORMATION WITH CUSTOMER
22.6. ASSIGNS WORK ORDER NUMBER
22.7. LOGS REQUEST ON LOCAL FORM
22.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
22.9. SEALS CLASSIFIED 833 AS REQUIRED
22.10. STORES IN SAFE
22.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
22.12. RECEIVES COMPLEX 35MM SLIDE ART REQUEST
22.13. REVIEWS 833
22.14. CONSULTS WITH CUSTOMER
22.15. OBTAINS MATERIAL AND SUPPLIES
22.16. PREPARES COMPLEX 35MM SLIDE ART
22.17. COORDINATES COMPLEX 35MM SLIDE ART

22.18. PRODUCES/REVISES SIMPLE 35MM SLIDE ART
22.19. REPRODUCES MASTER
22.20. INSPECTS FINAL PRODUCT
22.21. RECORDS MAN-HOUR COST
22.22. FILES MASTER
22.23. FORWARDS 833 AND FINAL PRODUCT
22.24. RECEIVES COMPLETED 833 AND FINAL PRODUCT
22.25. REVIEWS 833
22.26. VERIFIES QUANTITY AND QUALITY
22.27. ANNOTATES 833
22.28. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
22.29. RECEIVES 833 AND FINAL PRODUCT
22.30. REVIEWS 833
22.31. NOTIFIES CUSTOMER
22.32. GIVES COMPLETED WORK TO CUSTOMER
22.33. OBTAINS SIGNATURE
22.34. LOGS 833 AS COMPLETED
22.35. FILES 833

23.   PROCESSES 2-D DISPLAY ART
23.1. RECEIVES REQUEST FOR AUDIOVISUAL SERVICES, AF FORM 833
23.2. IF CLASSIFIED, ESCORTS CUSTOMER TO SECURE ROOM
23.3. PREPARES CLASSIFIED 833
23.4. REVIEW FORM
23.5. CLARIFIES INFORMATION WITH CUSTOMER
23.6. ASSIGNS WORK ORDER NUMBER
23.7. LOGS REQUEST ON LOCAL FORM
23.8. ADVISES CUSTOMER OF PROCEDURES AND SCHEDULE
23.9. SEALS CLASSIFIED 833 AS REQUIRED
23.10. STORES IN SAFE
23.11. FORWARDS 833 TO GRAPHIC TECHNICIAN
23.12. RECEIVES 2-D DISPLAY ART REQUEST
23.13. REVIEWS 833
23.14. CONSULTS WITH CUSTOMER
23.15. OBTAINS MATERIAL AND SUPPLIES
23.16. PREPARES 2-D DISPLAY ART
23.17. COORDINATES 2-D DISPLAY ART
23.18. PRODUCES/REVISES 2-D DISPLAY ART
23.19. INSPECTS FINAL PRODUCT
23.20. RECORDS MAN-HOUR COST
23.21. FILES MASTER
23.22. FORWARDS 833 AND FINAL PRODUCT TO SUPERVISOR
23.23. RECEIVES COMPLETED 833 AND FINAL PRODUCT
23.24. REVIEWS 833
23.25. VERIFIES QUANTITY AND QUALITY
23.26. ANNOTATES 833
23.27. FORWARDS TO CUSTOMER SERVICE OR RETURNS TO TECHNICIAN
23.28. RECEIVES 833 AND FINAL PRODUCT
23.29. REVIEWS 833
23.30. NOTIFIES CUSTOMER
23.31. GIVES COMPLETED WORK TO CUSTOMER
23.32. OBTAINS SIGNATURE
23.33. LOGS 833 AS COMPLETED
23.34. FILES 833

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABLE MANPOWER RANGE								
Visual Information/38BA			1132.17 - 6087.73								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Visual Info Mngr	3V000	CMS									
Visual Info Svcs Supt	3V090	SMS						1	1	1	1
Visual Info Crftmn/Still Photo Crftmn	3V0X7	MSG	1	1	1	1	1				
Visual Info Crftmn	3V071	MSG									
Still Photo Crftmn	3V072	MSG								1	1
Visual Info Crftmn	3V071	TSG	1	1	1	1	1	1	1	1	1
Still Photo Crftmn	3V072	TSG	1	1	1	1	1	1	1	1	1
Visual Info Jrnymn	3V051	SSG	1	1	1	1	1	1	1	1	1
Still Photo Jrnymn	3V052	SSG	1	1	1	2	2	2	2	2	2
Visual Info Jrnymn	3V051	SrA	1	1	1	1	1	1	2	2	2
Still Photo Jrnymn	3V052	SrA	1	1	2	2	2	2	2	2	2
Visual Info Apr	3V031	A1C		1	1	1	2	2	2	2	3
Still Photo Apr	3V032	A1C	1	1	1	1	1	2	2	2	2
SEE PARA 6 OF THE AFMS											
TOTAL			8	9	10	11	12	13	14	15	16

AF FORM 1113b Jun 91 (COMPUTER GENERATED).

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Visual Information/38BA			**APPLICABLE MANPOWER RANGE** 1132.17 - 6087.73								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Visual Info Mngr	3V000	CMS						1	1	1	1
Visual Info Svcs Supt	3V090	SMS	1	1	1	1	1				
Visual Info Crftmn/Still Photo Crftmn	3V0X7	MSG									
Visual Info Crftmn	3V071	MSG					1	1	1	1	1
Still Photo Crftmn	3V072	MSG	1	1	1	1	1	1	1	1	1
Visual Info Crftmn	3V071	TSG	1	1	1	1	1	1	1	1	1
Still Photo Crftmn	3V072	TSG	2	2	2	2	2	2	2	2	2
Visual Info Jrnymn	3V051	SSG	1	2	2	2	2	2	2	2	2
Still Photo Jrnymn	3V052	SSG	2	2	2	2	2	3	3	3	3
Visual Info Jrnymn	3V051	SrA	2	2	2	2	2	2	3	3	3
Still Photo Jrnymn	3V052	SrA	2	2	2	3	3	3	3	3	3
Visual Info Apr	3V031	A1C	3	3	3	3	3	3	3	3	4
Still Photo Apr	3V032	A1C	2	2	3	3	3	3	3	4	4
SEE PARA 6 OF THE AFMS											
TOTAL			17	18	19	20	21	22	23	24	25

AF FORM 1113b, Jun 91 (COMPUTER GENERATED).

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Visual Information/38BA			**APPLICABLE MANPOWER RANGE** 1132.17 - 6087.73								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Visual Info Mngr	3V000	CMS	1	1	1	1	1	1	1	1	1
Visual Info Svcs Supt	3V090	SMS									
Visual Info Crftmn/Still Photo Crftmn	3V0X7	MSG									
Visual Info Crftmn	3V071	MSG	1	1	1	1	1	1	1	1	1
Still Photo Crftmn	3V072	MSG	1	1	1	1	1	1	1	1	1
Visual Info Crftmn	3V071	TSG	1	2	2	2	2	2	2	2	2
Still Photo Crftmn	3V072	TSG	2	2	2	2	2	3	3	3	3
Visual Info Jrnymn	3V051	SSG	2	2	2	2	2	2	2	2	3
Still Photo Jrnymn	3V052	SSG	3	3	4	4	4	4	4	4	4
Visual Info Jrnymn	3V051	SrA	3	3	3	3	4	4	4	4	4
Still Photo Jrnymn	3V052	SrA	4	4	4	4	4	4	5	5	5
Visual Info Apr	3V031	A1C	4	4	4	4	4	4	4	5	5
Still Photo Apr	3V032	A1C	4	4	4	5	5	5	5	5	5
SEE PARA 6 OF THE AFMS											
TOTAL			26	27	28	29	30	31	32	33	34

AF FORM 1113b, Jun 91 (COMPUTER GENERATED).

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Visual Information/38BA			APPLICABLE MANPOWER RANGE 1132.17 - 6087.73								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Visual Info Mngr	3V000	CMS	1	1	1	1					
Visual Info Svcs Supt	3V090	SMS									
Visual Info Crftmn/Still Photo Crftmn	3V0X7	MSG									
Visual Info Crftmn	3V071	MSG	1	1	1	1					
Still Photo Crftmn	3V072	MSG	1	1	1	1					
Visual Info Crftmn	3V071	TSG	2	2	2	2					
Still Photo Crftmn	3V072	TSG	3	3	3	3					
Visual Info Jrnymn	3V051	SSG	3	3	3	3					
Still Photo Jrnymn	3V052	SSG	4	4	4	4					
Visual Info Jrnymn	3V051	SrA	4	5	5	5					
Still Photo Jrnymn	3V052	SrA	5	5	5	5					
Visual Info Apr	3V031	A1C	5	5	6	6					
Still Photo Apr	3V032	A1C	6	6	6	7					
SEE PARA 6 OF THE AFMS											
TOTAL			35	36	37	38					

AF FORM 1113b, Jun 91 (COMPUTER GENERATED).

Variances

1. TITLE. Quality Assurance Evaluator

1.1. DEFINITION. Monitors VI contractor performance.

1.2. IMPACT. +1 auth per location.

1.3. APPLICABILITY. Tyndall AFB; Dover AFB; McChord AFB; Columbus AFB.

2. TITLE. Repair Base Visual Information Equipment

2.1. DEFINITION. Performs maintenance on VI equipment

2.2. IMPACT. +1 auth per location.

2.3. APPLICABILITY. Holloman AFB; RAF Alconbury RAF Mildenhall; Spangdahlem AB; Osan AB; Yokota AB.

3. TITLE. Visual Information Armament Delivery Recording

3.1. DEFINITION. Processes Gun Camera Film for Fighter Pilot Training Program

3.2. IMPACT. +5 Authorizations

3.3. APPLICABILITY. Holloman AFB.

4. TITLE. Color Print Photo Support.

4.1. DEFINITION. Color Print Photo Support for Site Surveys and Criminal Investigation of Counter Narcotic Operations.

4.2. IMPACT. +1 Authorization

4.3. APPLICABILITY. Howard AFB.

5. TITLE. MAJCOM Video Maintenance Support.

5.1. DEFINITION. HQ ACC Video Maintenance Support for Video Production Facility.

5.2. IMPACT. +3 Authorizations.

5.3. APPLICABILITY. Langley AFB.

6. TITLE. MAJCOM Graphics Support.

6.1. DEFINITION. Produces Briefings/Presentation aids and Graphics Products for HQ ACC.

6.2. IMPACT. +28 Authorizations

6.3. APPLICABILITY. Langley AFB.

7. TITLE. MAJCOM VTC Support.

7.1. DEFINITION. VTC between HQ ACC and ACC bases.

7.2. IMPACT. +7 Authorizations

7.3. APPLICABILITY. Langley AFB.

8. TITLE. Video Maintenance for Fighter Weapons Center.

8.1. DEFINITION. Provides Video Maintenance support for Fighter Weapons Center Video Production Center.

8.2. IMPACT. +2 Authorizations

8.3. APPLICABILITY. Nellis AFB.

9. TITLE. Fighter Weapons Center Support.

9.1. DEFINITION. Graphic Presentation Support to Fighter Weapons Center conference rooms.

9.2. IMPACT. +5 Authorizations

9.3. APPLICABILITY. Nellis AFB.

10. TITLE. Range Still Photo Support.

10.1. DEFINITION. Documents Environmental conditions/mishaps at ranges.

10.2. IMPACT. +2 Authorizations.

10.3. APPLICABILITY. Nellis AFB.

11. TITLE. Fighter Weapons Center Support

11.1. DEFINITION. Produces video training/production for Fighter Weapons School, Red Flag, Gunsmoke, and DOD Exercises.

11.2. IMPACT. +10 Authorizations

11.3. APPLICABILITY. Nellis AFB.

12. TITLE. Camera Equipment Maintenance.

12.1. DEFINITION. Maintains base camera equipment.

12.2. IMPACT. +1 Authorizations

12.3. APPLICABILITY. Nellis AFB.

13. TITLE. Video Equipment Maintenance.

13.1. DEFINITION. Maintains base video equipment.

13.2. IMPACT. +2 Authorizations

13.3. APPLICABILITY. Nellis AFB.

14. TITLE. MAJCOM Support.

14.1. DEFINITION. HQ PACAF support for command presentations and 3 conference facilities.

14.2. IMPACT. +4 Authorizations

14.3. APPLICABILITY. Hickam AFB.

15. TITLE. MAJCOM Support.

15.1. DEFINITION. HQ ATC and AFMPC support.

15.2. IMPACT. +17 Authorizations

15.3. APPLICABILITY. Randolph AFB.

PROCESS ANALYSIS SUMMARY

PROCESS TITLE	PROCESS TIME (MAN-HOURS)	MONTHLY PROJECTED WORKLOAD	FRACTIONAL MANPOWER
FINAL BLACK&WHITE PRINT, CONTACT PROOF SHEETS	.068/4.08	2265	0.96
FINAL COLOR PRINT	.31/18.6	1214.52	2.34
SIMPLE VUGRAPH	1.00/60.0	27.1	0.17
AVERAGE VUGRAPH	1.79/107.4	33.46	0.37
COMPLEX VUGRAPH	3.68/220.8	16.67	0.38
SIMPLE 35MM SLIDE ART	1.74/104.4	63.93	0.69
AVERAGE 35MM SLIDE ART	2.58/154.8	39.8	0.64
COMPLEX 35MM SLIDE ART	4.91/294.6	22.66	0.69
PUBLICATION PAGE	4.02/241.2	35.83	0.9
BRIEF CHART	4.79/287.4	4.47	0.13
SIGN	2.28/136.8	20.64	0.29
STATUS OR WALL CHART	5.00/300.0	3.71	0.12
NAMEPLATE/CERTIFICATE	1.01/60.6	86.13	0.54
BOOK COVER	2.63/157.8	19.52	0.32
POSTER	4.44/266.4	4.5	0.12
FLIP CHART	6.14/368.4	1.86	0.07
2-D DISPLAY ART	5.00/300.0	4.28	0.13

ELEMENT TOTAL FRACTIONAL M,ANPOWER   2.22